

8 June 1960

FISCAL DIVISION

Policy and Procedure Memorandum No. 6

1. Effective 1 July 1960, the Travel Branch will amend the follow-up procedure for handling delinquent repayments of advances to travelers as follows:

- a. An estimated due date for repayment of advance, based on the length and type of travel will be placed on each Std. Form No. 1038 at the time advance is made.
- b. On the 1st and 3rd Mondays of each month the open file of advances will be reviewed for determination of follow-up requirements.
- c. Follow-up on delinquent repayment of travel advance will be:
 1. 30 days - By memorandum (Form Letter) to the traveler requesting repayment.
 2. 60 days - By memorandum (Form Letter) to the traveler referencing 1st follow-up, requesting repayment and setting dead line date of 15 days before automatic payroll deductions.
- d. Each follow-up will be noted on the Std. Form No. 1038 and those which require payroll deductions will be flagged to indicate that such action has been taken.

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Chief, Fiscal Division

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